Presidential Primary - Electronic Pollbook Addendum
Provided by the Michigan Bureau of Elections
Updated as of 12.4.15

2016 Presidential Primary – e-Pollbook Addendum

The March 8, 2016 Michigan Presidential Primary requires tracking the voter's ballot selection (Republican, Democratic or a ballot without a Presidential Primary where applicable). This requires temporary changes to certain election and Electronic Pollbook (EPB) procedures detailed below.

Summary of EPB software changes and procedure:

- **Auto Advance and Lockout:** defaulted to NO for this election. The EPB does not recognize Presidential Primary ballot types as unique ballot styles as they are not related to districts associated with a voter's record
- **Ballot Type Selection:** an additional selection of Ballot Type must be made when assigning a ballot to a voter

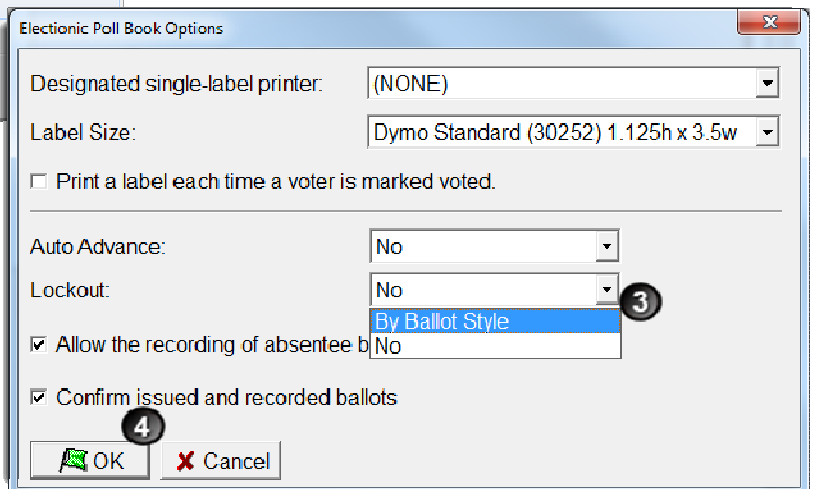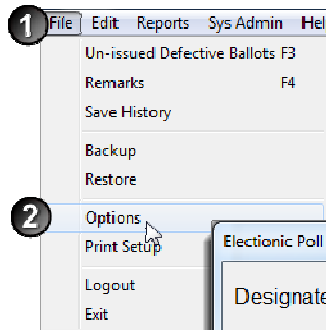**Note**: the Ballot Summary procedures have not changed.

Since the **Auto Advance** feature does not have the capability to track Presidential Primary ballot types, **DO NOT** turn this feature on for the Presidential Primary.

The **Lockout** feature may be changed back to Yes <u>if</u> the different ballot types were numbered with unique number sequences in accordance with closed presidential primary ballot production standards. For example:

Lockout – By Ballot Style if… (recommended by BOE)		Lockout – None, if…	
Republican ballots	1001-1500	Republican ballots	1001-1500
Democratic ballots	2001-2500	Democratic ballots	1001-1500
Ballot w/o Presidential Primary	3001-3500	Ballot w/o Presidential Primary	1001-1500

If your ballot types all start with different numbers, you may change the ballot Lockout default. Log into the EPB software on your laptop and:

1. Click File
2. Click Options
3. Change Lockout to "By Ballot Style"
4. Click OK

If your ballot types all start with the same number (see table above) **DO NOT** change the Lockout setting.

Keep the default set as No.

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Processing Voters – Information for Election Inspectors

Voters must select a ballot type for the Presidential Primary. The e-pollbook (EPB) has been modified to record the ballot type with a simple selector screen. Besides the Application to Vote, this is the only place a voter's ballot type should be recorded. The recording of the ballot type will transfer to QVF during the voting history upload performed by the Clerk after the election. No further steps are necessary for logging ballot type.

Completing the Application to Vote/Ballot Selection Form

The Application to Vote has been modified to record the voter's ballot type selection for the Presidential Primary. The voter must complete the SELECT BALLOT TYPE HERE section in order to receive a ballot. If the voter refuses to check a box in this section, a ballot **CAN NOT** be issued.

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Assigning a Ballot in the e-Pollbook

1. Swipe the voter's driver's license through the magnetic card reader or type the voter's name into the DLN/Name field. If typing, select the correct voter and then you must click on "Lock this voter record"

2. Verify that the voter's information provided on the Application to Vote is the same as the information in the EPB. When this verification is complete, click on regular ballot (or Provisional (envelope) or challenged ballot if applicable)

Issue a ballot ②
Regular ballot

Provisional (affidavit) ballot
Provisional (e...
Challeng...

Undo

✗ Unlock this voter v...

Other actions
Record an absentee ballot

Spoil a ballot

Issue a ballot

You are about to issue a Regular Ballot to:

Mcqvf, Andrew David   5/7/1943

③

This ballot number will be assigned: 00000023

④ Which ballot type is being issued:
  ○ Republican Party
  ○ Democratic Party
  ○ Ballot Without Presidential Party

⑤ 🗺 OK   ✗ Cancel

3. Find the next available ballot of the voter's selected ballot type and enter that ballot number in the ballot number box

4. Select which ballot type the voter requested

5. Click OK
   a. If the confirmation window is enabled, the ballot number and ballot type recorded will display in the confirmation screen.
   Click OK to continue processing the next voter.

QVF Electronic Poll Book

You just performed the following action:

Action:	Issued a Regular Ballot
Voter:	Mcqvf, Andrew David
Voter Number:	1
Ballot Number:	00000023
Ballot type:	Ballot Without Presidential Party

ⓐ

OK

6. Complete the ELECTION INSPECTOR COMPLETES portion of the Application to Vote with the election inspector's initials, the ballot style type, ballot number and voter number (see example at right)

If absent voter ballots are processed in the precinct, the Ballot Type recorded will show along with the Ballot Number assigned by the clerk in QVF.

Note: If the wrong ballot type is selected in the EPB, the election inspector must go back into the voter's record, select undo, and repeat the steps above selecting the correct ballot type.

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

March 8, 2016 Presidential Primary   Precinct _____/_____

⑥ ELECTION INSPECTOR COMPLETES

☐ ID AFFIDAVIT COMPLETED

KT
ELEC INSP. INITIAL

N
BALLOT STYLE

23
BALLOT NO.

1
VOTER NO.

PRINT NAME: Andrew McQvf

DATE OF BIRTH: 5-7-43

RESIDENCE ADDRESS: 313 Pine St.

I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

SIGN HERE ➡ x *Andrew McQvf*
SIGNATURE OF VOTER

SELECT BALLOT TYPE HERE
I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.)

SELECT ONLY ONE BALLOT TYPE:

☐ Republican Party Presidential Primary Ballot

☐ Democratic Party Presidential Primary Ballot

☑ Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot.)

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Changing the Ballot Type

If the voter decides they want a different ballot type after a ballot has been issued, the voter must change his or her Application to Vote and <u>the new ballot should be processed under the normal spoiled ballot procedures</u>. See the highlighted boxes in the example below for an acceptable way for the voter and election inspector to record the change on the application to vote.

Spoiling a Ballot

1. Swipe the voter's driver's license through the magnetic card reader or type the voter's name into the DLN/Name field. If typing, select the correct voter and then you must click on "Lock this voter record"

2. Click Spoil a Ballot

3. Confirm the ballot number being spoiled and click OK

4. "Lock the voter record" again

5. Click a button for the kind of ballot being issued: regular ballot (or Provisional (envelope) or challenged ballot if applicable)

6. Record the next available ballot number for the ballot type selected

7. Click OK

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Ballot Summary

The EPB ballot summary has not changed from previous versions. The Presidential Primary ballot types should be recorded the same way as multiple ballot styles (for example, two or three school districts in one precinct).

Each ballot type is entered on one line in both "A. Number of ballots delivered to precinct" and "J. Number of UNUSED BALLOTS". **Use the Tab key to create a new line.** Only one character can be used for the ballot style. This information is for recording purposes only. Remember, the ballot style line will not calculate until after the cursor is on a new line and/or in a different box.

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
D	00002001	00002500	500
N	00003001	00003500	500
R	00001001	00001500	500

Total = 1500

B. Number of AV return envelopes received by board

C. Total — 1500

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D: Number of ballots tabulated (Enter Tabulator Public Counter reading) — 6

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason — 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) — 1

G. Number of ballots rejected — 1

H. Number of ballots used by election inspectors for ballot duplication — 0

I. Number of PROVISIONAL "envelope" ballots issued — 1

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count
D	00002003	00002500	498
N	00003006	00003500	495
R	00001003	00001500	498

Total = 1491

K. Total of Lines D, E, F, G, H, I and J — 1500

L. Difference — 0